



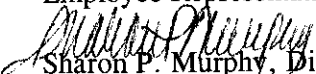
DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(702) 687-4050

MEMO PERD #38/98

November 13, 1998

TO: Personnel Commission Members
Department/Division Heads
Personnel Liaisons
Personnel Representatives
Designees for Rules Distribution
Employee Representatives

FROM:  Sharon P. Murphy, Director
Department of Personnel

SUBJECT: REGULATION CHANGES

The temporary regulations included with this memorandum are being proposed for adoption at the December 17, 1998, Personnel Commission meeting. This meeting will be held at 9:30 a.m. at the Reno/Sparks Convention Center, South Meeting Room A-1, 4590 S. Virginia Street, Reno, Nevada.

In order to review the proposed changes in the regulations and solicit comments from interested persons, a workshop will be held at 9:30 a.m. on Wednesday, December 2, 1998, in the Board Room at the Nevada State Library and Archives, Carson City, Nevada. An informational note precedes each regulation which explains the nature and purpose of the proposed change to the regulation.

Also, please circulate or post the enclosed *Notice of Workshop to Solicit Comments on Proposed Regulations* and *Notice of Hearing* along with the *text of the proposed regulations*, or otherwise notify your employees.

SPM:dsb

Enclosures



DEPARTMENT OF PERSONNEL

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**NOTICE OF WORKSHOP
TO SOLICIT COMMENTS ON PROPOSED REGULATIONS
and
NOTICE OF HEARING
for
THE TEMPORARY ADOPTION, AMENDMENT AND REPEAL
of
REGULATIONS OF THE STATE PERSONNEL DEPARTMENT**

Workshop Notice: The Department of Personnel, 209 E. Musser Street, Carson City, Nevada, telephone number (702) 687-4050, is proposing the temporary adoption, amendment and repeal of regulations pertaining to Chapter 284 of the Nevada Administrative Code.

A workshop has been set for 9:30 a.m. on December 2, 1998, at the Nevada State Library and Archives, Carson City, Nevada. The purpose of the workshop is to solicit comments from interested persons on the proposed changes to the following sections of the Nevada Administrative Code.

ACTION	NAC REGULATION
"Pay Progression Date" defined	NEW SECTION
Temporary classifications	284.132
Individual reclassification of position to higher level	284.134
Reclassification or reallocation of class or position to higher grade	284.138
Reclassification of a class or position to a lower grade	284.140
Date of record: Adjustment and retention of date	284.182
Date of promotion coinciding with date of record	284.186
Granting or withholding of increase in salary based on merit	284.194
Resignations	284.602

A copy of all materials relating to the proposed regulations is included with this announcement. Additional copies may be obtained at the workshop or by contacting the Department of Personnel offices at 209 E. Musser Street, Room 300, Carson City, Nevada, telephone number (702) 687-4050, or 555 E. Washington Avenue, Suite 1200, Las Vegas, Nevada, telephone number (702) 486-2900. A reasonable fee for copying may be charged.

Hearing Notice: The Personnel Commission will hold a public hearing at 9:30 a.m. on December 17, 1998, at the Reno/Sparks Convention Center, South Meeting Room A-1, 4590 S. Virginia Street, Reno, Nevada. The purpose of the hearing is to receive comments from all interested persons regarding the adoption, amendment and repeal of regulations. If no person, who is directly affected by the proposed action, appears to request time to make an oral presentation, the Personnel Commission may proceed immediately to act upon any written submissions.

- These regulations do not have a direct economic effect on any business or the public.
- Enforcement of these regulations should not result in any increased cost.
- To our knowledge, these regulations do not overlap or duplicate the regulations of other state or local governmental agencies.
- These regulations do not establish any new fee or increase an existing fee.
- A statement of the need for and purpose of the proposed regulations precedes the text of each regulation included in the attached document.

Persons wishing to comment upon the proposed action of the Personnel Commission may appear at the scheduled public hearing or may address their comments, data, views or arguments, in written form, to Phil Hauck, Department of Personnel, 209 E. Musser Street, Room 101, Carson City, Nevada 89701-4204. **Written submissions must be received by the Department of Personnel on or before December 14, 1998.**

A copy of this notice and the regulations to be adopted and amended will be on file at the State Library, 100 Stewart Street, Carson City, Nevada for inspection by members of the public during business hours. Additional copies of the notice and the regulations to be adopted and amended will be available at the Department of Personnel, 209 East Musser, Room 300, Carson City, Nevada, or at the Department of Personnel, 555 East Washington Avenue, Las Vegas, Nevada, and in all counties in which an office of the agency is not maintained, at the main public library, for inspection and copying by members of the public during business hours. The text of each regulation will include the entire text of any section of the Nevada Administrative Code which is proposed for amendment or repeal. Copies will also be mailed to members of the public upon request. A reasonable fee may be charged for copies if it is deemed necessary.

Upon adoption of any regulation, the agency, if requested to do so by an interested person, either prior to adoption or within 30 days thereafter, will issue a concise statement of the principal reasons for and against its adoption and incorporate therein its reason for overruling the consideration urged against its adoption.

The notice of the Workshop and Hearing has been posted at the following locations:

CARSON CITY

Blasdel Building, 209 E. Musser Street
Carson City Court House, 198 N. Carson Street
Capitol Press Corps, Basement, Capitol Building
Nevada State Library, 100 Stewart Street
Capitol Building

LAS VEGAS

Grant Sawyer State Office Building
555 East Washington Avenue

ALL STATE AGENCIES

ALL NEVADA COUNTY PUBLIC LIBRARIES

NOTE: *We are pleased to make reasonable accommodations for members of the public with disabilities who wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the Department of Personnel, in writing, at 209 E. Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Debra Berry at 687-3718, no later than five working days prior to the meeting.*

Explanation of Change: The amendment proposed by the Department of Personnel is intended to add Pay Progression Date to the list of definitions in the General Provisions section.

Section 1. Chapter 284 of NAC is hereby amended by adding a new section to read as follows:

"Pay Progression Date" defined.

Except as otherwise provided in NAC 284.182, an employee's "Pay Progression Date" is one year of employment equivalent to full time service from the date of the employee's appointment to his current grade.

Explanation of Change: The amendments proposed by the Department of Personnel in Sections 2 through 8 are intended to standardize the terminology used with the implementation of the new personnel/payroll system.

Section 2. NAC 284.132 is hereby amended to read as follows:

284.132 Temporary classifications.

1. An appointing authority, an employee or the department of personnel may request a temporary classification which allows the classification of a position for a temporary period of 1 year or less. Each promotion which is designated as temporary must have specific criteria established which justify the grade of the position and the projected date of expiration of the period. A position which no longer meets this criteria will revert back to the class from which it was reclassified. This method of classification is subject to the following conditions:
 - (a) Temporary classifications must meet the allocation standards and the criteria established for the higher class before this method may be used.

The classification must be approved by the department of personnel before the promotion.

- (b) An employee who is promoted into a temporary class must sign the payroll document. This signature acknowledges that the employee understands the conditions of the reclassification and its projected date of expiration.

2. If the employee meets the minimum qualifications for the temporary classification, he:

- (a) Must be promoted;
- (b) Retains his status of appointment; and
- (c) Must complete the remaining portion of the probationary period currently being served, if any, based on the requirements of the new class.

An incumbent who has reverted to his previous class is entitled to the step, [date of record] pay progression date and status of appointment as though he had not been promoted.

3. An employee who is promoted pursuant to this section must receive a new [date of record] pay progression date if his promotion results in an increase of at least two grades. The rate of compensation for the employee will be determined in accordance with the provisions of NAC 284.170 governing compensation on promotion.

4. In case of a layoff, the temporarily assigned employee's class of layoff is his former class. The time served in the temporary class is counted for seniority purposes if it was in the same occupational class, as provided in NRS 284.171.

(Added to NAC by Dep't of Personnel, eff. 10-26-84) — (NAC A by Dep't of Personnel, 10-27-97)

Section 3. NAC 284.134 is hereby amended to read as follows:

284.134 Individual reclassification of position to higher level: Status of incumbents.

1. An incumbent who meets the minimum qualifications for an individual reclassification as provided in NAC 284.126 may be reclassified to a higher level. If the incumbent's position is reclassified as a result of an individual classification study, the incumbent will continue to serve in the position and he:
 - (a) Must be promoted;
 - (b) Retains his status of appointment; and
 - (c) Must complete the remaining portion of the probationary period currently being served, if any, based on the requirements of the new class.
2. An employee who is reclassified pursuant to this section must receive a new [date of record] **pay progression date** if his promotion results in an increase of at least two grades. The rate of compensation will be determined in accordance with the provisions of NAC 284.170 governing compensation on promotion.

[Personnel Div., Rule II Section F subsecs. 1 & 2, eff. 8-11-73] -- (NAC A by Dep't of Personnel, 10-26-84; 10-27-97)

Section 4. NAC 284.138 is hereby amended to read as follows:

284.138 Reclassification or reallocation of class or position to higher grade: Status of incumbents.

1. Except as otherwise provided in subsections 3 and 4, if a class or a position within a class is reclassified or reallocated to a higher grade as a result of an occupational study, the incumbent will continue to serve in the position and he:
 - (a) Must be promoted;
 - (b) Retains his status of appointment;
 - (c) Retains his [date of record] pay progression date ; and
 - (d) Must complete the remaining portion of the probationary period currently being served, if any, based on the requirements of the new class.
2. The rate of compensation for employees who are promoted will be determined in accordance with the provisions of NAC 284.170 governing compensation on promotion.
3. The provisions of subsection 1 do not apply to an incumbent who is filling a position in a class which is at a lower grade than the authorized level of the position unless the class held by the incumbent is reclassified or reallocated to a higher grade.
4. If a position is reclassified to a higher grade in a different occupational class, the employee must meet the minimum qualifications of the higher level position before he is promoted. If the employee does not meet the minimum qualifications, he must not be promoted, the position will be temporarily reclassified per NAC 284.132 and the employee may be eligible for a special salary adjustment as provided in NAC 284.206. If the employee does not meet the minimum qualifications within 1 year after the effective date of the reclassification, the duties must be reassigned and the position must be reclassified accordingly.

[Personnel Div., Rule II Section F subsec. 4, 8-11-73; A 10-6-78] -- (NAC A by Dep't of Personnel, 10-26-84; 8-1-91; 12-26-91; 9-16-92; 10-27-97)

Section 5. NAC 284.140 is hereby amended to read as follows:

284.140 Reclassification of a class or position to a lower grade: Status of incumbents.

1. If a class or position is reclassified to a lower grade, the incumbent's title and grade must be changed to the new class. He will retain his status of appointment and [date of record] pay progression date. The rate of compensation will be determined by the provisions of NAC 284.290 governing compensation on retained rates or, if the employee does not meet these requirements, by the provisions of NAC 284.170 governing compensation on demotion.
2. The employee is eligible for reappointment to the same or a similar class from which he was reclassified.
3. The employee is entitled to reemployment rights to his former class and option in his department for 1 year from the date of notification of the reclassification to the lower grade if the employee and the agency provide the necessary information regarding the employee's seniority on the prescribed form.
4. If the employee is receiving a retained rate of pay and he declines the first opening which is offered to him for his previous class in his department and location, he forfeits his reemployment rights to the former class and must be immediately reclassified to the lower grade and the provisions of this chapter governing the salary of an employee on demotion apply.

(Added to NAC by Dep't of Personnel, eff. 10-26-84)

Section 6. NAC 284.182 is hereby amended to read as follows:

284.182 [Date of Record] Pay Progression Date: Adjustment and retention of date.

- [1] Except as otherwise provided in this section, an employee's [date of record] is 1 year of employment equivalent to full-time service from the date of the employee's appointment to his current grade.]
- [2]1. An employee who receives a promotion or an individual reclassification that does not include the rest of his class and results in an increase of at least two grades must receive a new [date of record] pay progression date.
- [3]2. If an employee is in a position that is reclassified upward as a result of an occupational study, he retains his [date of record] pay progression date.
- [4]3. An employee who is reinstated must receive a new [date of record] pay progression date.
- [5]4. An employee who is demoted retains his [date of record] pay progression date. If an employee was promoted but is being restored to his former position pursuant to the provisions of NAC 284.462, the date of appointment and [date of record] pay progression date of the former position must be restored.
- [6]5. If an employee transfers to a position without receiving an increase in grade or is reappointed to a position at a grade he formerly held, he retains his [date of record] pay progression date.
- [7]6. An employee's [date of record] pay progression date must be adjusted for the amount of time in excess of 240 hours or, in the case of an excluded classified employee, 30 working days, that he spends on leave without pay and on catastrophic leave, combined, in a year, except for leave without pay pursuant to NRS 281.390 or NRS 284.365 or NAC 284.580. An employee whose regular work schedule is more than 80 hours biweekly must be allotted additional leave without pay and catastrophic leave in proportion to the number of hours that his regular work schedule exceeds 80 hours biweekly. For the purpose of this subsection, the year begins on the employee's most recent date of

appointment except when there is a retained [date of record] pay progression date. In that instance, the year begins 1 year before the retained [date of record] pay progression date. Each subsequent year begins on the date the employee attains his [date of record] pay progression date.

- [8]7. A person who is rehired within 1 calendar year after having been laid off or received a seasonal separation will have his [date of record] pay progression date adjusted on a day-for-day basis for the time during which he was not employed.
- [9]8. A person with a permanent disability arising from a disability related to work who is reemployed following a separation from state service within 1 year after the date on which he sustained the permanent disability as determined pursuant to NAC 284.6013 will have his [date of record] pay progression date adjusted on a day-for-day basis for the time during which he was not employed.
- [10]9. If a person is reemployed and has remained continuously employed, he retains his [date of record] pay progression date.
- [11]10. If a person eligible for military reemployment is reemployed, he retains the [date of record] pay progression date held when he separated from the state for his service in the military.
- [12]11. An employee who changes from working full-time to part-time or from part-time to full-time must have his [date of record] pay progression date adjusted to equal 1 year of service equivalent to full-time service.
- [13]12. Service in:
- (a) Provisional, temporary, special disabled and emergency status must be credited toward eligibility for an increase in salary based on merit if it is immediately followed by a probationary or permanent status.
 - (b) A seasonal position which is probationary or permanent must be credited toward eligibility for an increase in salary based on merit. If an incumbent's status of appointment is other than probationary or

permanent, the provisions in paragraph (a) apply. An incumbent in a seasonal position must complete 1 year of employment equivalent to full-time service with the state before he is eligible for the increase.

[Personnel Div., Rule III part Section G, eff. 8-11-73] -- (NAC A by Dep't of Personnel, 10-26-84; 8-28-85; 5-27-86; 8-22-86; 4-19-88; 7-21-89; 10-18-89; 3-27-92; 7-6-92; 9-16-92; 11-16-95; 3-1-96; 10-27-97)

Section 7. NAC 284.186 is hereby amended to read as follows:

284.186 Date of promotion coinciding with [date of record] pay progression date.

If the date of an eligible employee's promotion coincides with his [date of record] **pay progression date**, an increase in salary based on merit must be granted first and the promotional increase must be applied to the higher rate.

[Personnel Div., Rule III part Section G, eff. 8-11-73; A 4-14-76] -- (NAC A by Dep't of Personnel, 10-26-84)

Section 8. NAC 284.194 is hereby amended to read as follows:

284.194 Granting or withholding of increase in salary based on merit.

1. An employee whose last rating of performance was standard or better and who has not attained the top step of his grade must receive an increase in his salary based on merit of one step on his [date of record] **pay progression date** and each year thereafter of employment equivalent to full-time service until he reaches the top of the grade unless he receives a subsequent rating of performance which is substandard.
2. An employee whose last rating of performance was substandard is not eligible for an increase in his salary based upon merit. Such an employee is only entitled to receive an increase in salary based on merit on the date designated

and recorded on a subsequent report on performance as the date on which his overall performance improved to standard or better. If a subsequent report on performance is not filed with the director within 30 days after the date required by subsection 4 of NRS 284.340, the employee's performance will be deemed standard and he will be entitled to the increase effective on the date the report on performance was due. The date a report is received by the director or an employee of the department of personnel is the date it is filed.

3. If an increase in salary based on merit is withheld as provided in subsection 2, the employee's [date of record] pay progression date must not be affected.
4. Except as provided in NAC 284.202, no retroactive payment of an increase in salary based on merit may be given.

[Personnel Div., Rule III part Section G, eff. 8-11-73] -- (NAC A by Dep't of Personnel, 10-26-84; 10-18-89; 11-16-95; R031-98, 4-17-98)

Explanation of Change: The amendment proposed by the Department of Personnel is intended to remove a form name made obsolete with the implementation of the new personnel/payroll system.

Section 9. NAC 284.602 is hereby amended to read as follows:

284.602 Resignations.

1. An employee who desires to resign may do so by notifying the appointing authority in writing of the reason for the resignation and its effective date.
2. The employee must attempt to submit his resignation at least 2 weeks before he leaves.
3. The appointing authority shall report and the employee shall acknowledge the resignation to the department of personnel on the form [NPD-35] **prescribed by the Department of Personnel**. The form must contain a statement of the employee's right to revoke his resignation pursuant to NRS 284.381.

[Personnel Div., Rule XIII Section A subsec. 1, eff. 8-11-73; A 2-5-82; Rule XIII Section A part subsec. 2, eff. 8-11-73; A 4-14-76; 2-5-82] -- (NAC A by Dep't of Personnel, 10-26-84; 12-17-87)